



CABINET FOR FAMILIES AND CHILDREN
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
DIVISION OF CHILD SUPPORT ENFORCEMENT
"An Equal Opportunity Employer M/F/D"

KASES Network Memo No. 37

TO: Staff, Division of Child Support Enforcement
All IV-D Agents

FROM: Steven P. Veno, Director *SPV*
Division of Child Support Enforcement

DATE: September 16, 1996

SUBJECT: Audited (Last Audit Date) Field Now Available on KASES

The AUDITED field, which is used for arrearage verification, is now available for data entry on KASES. The HOBOS dated May 16, 1996, informed staff of the availability of the AUDITED field but advised staff not to use it until the KASES programmer removed existing data from this field. The existing data has been removed and this field is now available for use.

Initial entries and updates for the AUDITED field are completed on the Case Account Statement screen (ASEFAA). The AUDITED field appears as LAST AUDIT DATE and is display only on the Create/Update Case screen (ASEC8C), Order/Financial Information screen (ASEC6B) and Payment History Inquiry screen (ASEPAY).

The AUDITED field is to be used only when total arrearages have been verified. For example, if a total arrearage verification has been completed for a case for which arrearages were verified for a time period of June 15, 1994, through August 31, 1996, 08/1996 is the date that is entered in the AUDITED field. The AUDITED date must be the date through which arrearages have been verified.

Staff is to note that when verifying arrearages, all payments posted and applied to the account through the AUDITED date were considered in the arrearage verification. Prior month money received in current

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month was not considered in the arrearage verification. Prior month money received in current month, or any monies not yet distributed, will not be reflected on the account statement until the money is distributed at month's end.

Also, if an adjustment is needed when verifying arrearages, the arrearages will not be current until the adjustment is completed. When verifying the arrearages and the caseworker must request that an adjustment be completed by an accountant in the Accounting Branch, the caseworker also requests that the accountant enter the appropriate date in the AUDITED field. The caseworker includes the date in the message that the accountant is to enter in the AUDITED field. The date must be the date through which the arrearages were verified, not the date the adjustment was completed. For example, using the example given on the previous page, the caseworker informs the accountant to enter 08/1996 as the through date in the AUDITED field when the adjustment is completed.

A date should not be entered in the AUDITED field for a case with a BNOT Arrears Status Code. The BNOT Arrears Status Code indicates arrearages are correct for a specific period of time but are not complete.

A BNOT Arrears Status Code is used as a temporary measure and should never be used to replace a C+A Arrears Status Code. However, when a total arrearage calculation is completed for a case with a BNOT Arrears Status Code, the caseworker enters the AUDITED date on the Case Account Statement screen (ASEFAA), then updates the Update Case screen (ASEC8C) by changing the BNOT to a C+A Arrears Status Code and entering the Arrears Effective Date.

For example, using the dates for which arrearages were verified from the example given on the previous page, the caseworker updates the system by entering 08/1996 in the AUDITED field, C+A in the ARREARS STATUS field and 06/15/1994 in the ARREARS EFFECTIVE DATE field. The Arrears Status Effective Date indicates the initial month, day and year from which the arrearages have been calculated. Although the Arrears Status Effective Date is not a required field, it is always entered whenever an Arrears Status Code is entered on KASES.

The AUDITED field is a seven-digit field with two spaces available for the month and four spaces available for the century and year (MM/CCYY). The slash which separates the month from century and year

is system entered. The system will not accept a date for arrearage verification more than twelve months old based on the current system date. For example, based on the current date, the system will not accept a date prior to September 1995 for the AUDITED field. **The system will accept a current date in the AUDITED field.** However, the current month is never entered in this field for current support. Current month entry is incorrect because arrearages are only calculated through prior month for current support. Also, because arrearage verifications cannot be future dated, the system will not accept a future date for the AUDITED field.

The AUDITED date is confirmed to KASES by pressing the ENTER-CONFIRM key. The following error message appears when the ENTER key is pressed: E: A LINE NUMBER IS REQUIRED WHEN USING THE ENTER KEY. This message can be disregarded because, **contrary to the warning, the system accepts the information without a line number being selected.** After confirming the AUDITED date, the user presses PF3 to return to the Financial Management Menu screen.

A Priority I Class Event will be created at case level whenever a valid date is entered in the AUDITED field. The Event description will include the last audit date. The following Event Type and Event Description will display on the View Option 1, Event History screen (ASEAEA) and View Option 2, Event History screen (ASEAEC): CALC AUDIT OF CASE ACCOUNT THRU XX/XXXX. A CALC Event Type will be created each time the AUDITED field is updated. A note, briefly explaining why the review was completed and the actions taken, is added to the CALC Event.

The LAST AUDIT DATE is spoken to a caller using the Automated Voice Response (AVR) system. If the AUDITED/LAST AUDIT DATE fields contain a date, the caller hears the following message: THE FINANCIAL ACCOUNTS WERE LAST AUDITED ON MM/CCYY.

If the AUDITED/LAST AUDIT DATE fields are blank, the caller hears the following message: THE FINANCIAL ACCOUNTS HAVE NOT BEEN AUDITED. AN AUDIT OF THE ACCOUNTS MAY CHANGE THE BALANCE.

It is extremely important that the AUDITED date field be used and that the last audit date be entered accurately. The last audit date provides valuable information when verifying arrearages and is expected to be used to determine if a case has valid arrearage figures for future automated enforcement processes.

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DCSE STAFF AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS
MEMO FOR FUTURE REFERENCE.

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
IV-D Agents - Compliance Analysts